

CITY of WINTER GARDEN EVENT VENDOR APPLICATION

All Blanks Marked with * Must Be Completed. Incomplete Applications Will Not Be Processed.

Event: July 4th Party in the Park Date & Time: Friday, July 4th 5:00pm-9:00pm

*Group/Company: _____ *Contact: _____

*City _____ *State _____ *Zip _____

*Phone: _____ Fax: _____ E-mail: _____

*Type of Food, Craft or Game: _____

*Indicate # and size of space or spaces you will need (usually 10x10) _____

THE CITY PROVIDES THE SPACE ONLY, NOT TABLES, TENTS, CHAIRS, ETC.

*Need Electricity? Yes _____ No _____

Fees: \$ 25.00 (cash, check or money order made payable to the City of Winter Garden)

REQUIREMENTS

1. Vendor must provide extension cords.
2. Soap and water required at all food booths.
3. Vendors selling **any** food items must complete an Application for Temporary Event Vendor License issued by the State of Florida Department of Business and Professional Regulation. If you already have a DBR food license, this will not apply to you. You must display this at your booth and be prepared to pay a \$91 fee in the event an inspector visits your booth. These can be obtained at the Winter Garden Recreation Office.
4. Vendor must fill out a Release, Waiver, and Indemnification form and return to the Recreation Office with **original** signature. All fees and paperwork must be received in the Recreation Office prior at least one week prior to the event date.
5. **All vendors must be set up and ready for business by: 4:30pm.**
6. **Vendors may not set up before: 3:00pm.**
7. **Booths may not close before: 9:00pm.**
8. All prices and products to be sold must be approved by the Recreation Department.
9. Roads will be closed to incoming traffic at: 3:00pm.

Fees may be paid in person at the Parks and Recreation Office or mailed. Checks should be made payable to: City of Winter Garden.

If mailing, please mail to: City of Winter Garden Parks and Recreation Department
1 Surprise Dr.
Winter Garden, FL 34787

Phone: 407-656-4155

Fax: 407-656-6504

APPROVED: Yes _____ No _____

Jay Conn, Parks and Recreation Director